



U.S. Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT
CLEARED AMERICAN SECURITY ESCORT

Announcement Number: 10-14

OPEN TO: US Citizen Eligible Family Members (USEFMs*), Eligible Family Members (EFMs*) & US Members of Household (MOHs*) - All Agencies

POSITION: **Cleared American Security Escort** (Position # 97020054)
This is a sensitive position requiring a top secret security clearance

OPENING DATE: Thursday, June 24, 2010

CLOSING DATE: Until Filled

WORK HOURS: As Needed / When Actually Employed (WAE)

SALARY: Position Grade FP-9
– For EFMs*: US \$14.35 per hour
– For persons Not Ordinarily Resident (NOR*) in Bahrain: US \$13.19 per hour
All FP position grades will be confirmed by Washington. Budget constraints do not allow post to honor highest previous rate (HPR) requests; hiring offers will be made at the step 1 level.
EFMs who are currently employed at post and who have applied for another position within the Embassy will be considered for HPR pending review of qualifications by the Bureau.

The American Embassy in Manama is seeking candidates for employment as Cleared American Security Escorts in the Facility Maintenance Section (FMS) for several long-term maintenance projects. Working hours will be regular and flexible during the ongoing projects. Position may be subject to evening and weekend hours. Following projects' end, hours of duty will be on an as-needed basis and may be intermittent and irregular as determined by the supervisor.

BASIC FUNCTION OF THE POSITION

Escorts all uncleared maintenance crews, janitors, contractors, and other service personnel in Controlled Access Areas (CAA) for the duration of their work, to ensure the CAA areas remain uncompromised by keeping them under constant and direct observation to prevent anything sensitive being removed and to ensure nothing is maliciously introduced, and escorts all uncleared personnel out of the CAA after the work is completed. Ensures adherence to CAA security requirements and that all materials entering a CAA have been inspected by the RSO. May also provide occasional back-up for the courier/ diplomatic pouch escort. Duties may be either inside or outdoors and may require after-hours and weekends.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, extension 2937.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school (high school) is required.
- 2. Experience:** A minimum six months of general work experience is required.
- 3. Language:** Level 3 (proficient) speaking/reading English is required.
- 4. Knowledge:** General knowledge sufficient to aptly operate a hand-held radio is required.
- 5. Abilities and Skills:**

- Must be a U.S. citizen at least 18 years of age.
- Ability to communicate effectively in speaking and writing is required.
- Ability to lift or carry up to 35 pounds is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Applications for this position are to be submitted through your American and FSN supervisor, if applicable.
6. The candidate must be able to obtain or hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Optional Application for Federal Employment (OF-612); **or**
3. A current resume or curriculum vitae that provides the same information as an OF-612; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of Form DD-214 with their application; **and**
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above; **and**
6. List any family members who are currently employed at the Mission. Any omission in this area either intentional or accidental may be grounds for dismissal as falsifying an employment application.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 10-14

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Service (GS) or Foreign Schedule (FS) salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,

- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse/ domestic partner when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse/ domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse/ domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed abroad at a U.S. Foreign Service post/ mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of eligible family member. A MOH does not have to be a U.S. Citizen.

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: A/MGT &A/FMS: AAitken; Cleared; RHRO: JDavies; FMO: MCurtis